

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

Arizona State Office
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In Reply Refer To:
2800 (AZ-931) P

September 28, 2001

EMS TRANSMISSION 10/4/01
Information Bulletin No. AZ-2001-045

To: All Field Offices

From: State Director

Subject: Major Right-Of-Way (ROW) Assignments for Project Managers: Response to
Information Bulletin AZ-2001-028

Nominations were received from four Field Offices regarding projects which meet the criteria provided in the Information Bulletin AZ-2001-028 for major ROW (Cost Recovery 5101) projects for possible assignment to the ROW Team. The Team evaluated all nominated projects and made assignments as reflected in the attached table. Please note that two kinds of assignments are represented: Project Manager and Project Tracking. An assignment as Project Manager indicates that the assignee is now taking on the lead coordination responsibilities for that project and will be preparing a project management plan which clarifies the project, issues and scoping, resource allocation, assignment of risk, scheduling and other criteria in coordination with all affected Field Offices. Project Tracking indicates that the assignee has taken on responsibility for determining the project status, coordinating with the nominating Field Office and the applicant, putting together a project status report and providing information back to the ROW Team to make final determination of whether the ROW Team will manage that project. The Field Offices will be contacted within the next two weeks concerning your nominated projects.

As agreed to by the State Leadership Team at the July 25 meeting in Payson, the ROW Team will consider the briefing paper Options 2 through 6 in staffing these projects. That is, staffing by means of: Option #2 expanded third-party contracting; #3 use of Project Assistance Contractors and Compliance Inspector Contractors; #4 GSA pre-qualified on-call contractors; #5 new positions added to Field Offices; and #6 Student Career program. Some ongoing projects that will be managed by the ROW team involve already assigned staff. The assigned Project Manager or Project Tracker will be discussing next year's anticipated workload with staff so these projects may be included in identified work. Some general 5101 support workload is anticipated for Field Office Realty Specialists, Archaeologists, Biologists and perhaps other staff should be identified in the budgetary responses.

The ROW Team continues to transition into a functioning operational team. We have made assignments as indicated and continue to: develop role statements and relationships; set standards for internal and external communication; work through the principles and practices of ROW project management; and identify tools, applications, and concepts to apply to these projects. Your comments are welcome in assisting us in developing and challenging the Team to meet the expectations that the SLT has identified. Please refer questions to Shela McFarlin at (602) 417-9568, MarLynn Spears at (623) 580-5556 or Carol Kershaw at (602) 417-9568.

SIGNED BY:
Denise P. Meridith

AUTHENTICATED BY:
Melissa Gishie
Staff Assistant

Attachments:
1 - Project Matrix/Assignments

PROJECT ASSIGNMENTS
As of September 19, 2001

Lucas	Camille	Keith	Joe M
Pre-application contact & meetings-1st contact	Pre-application contact & meetings - FY02	Pre-application contact & meetings - FY02	Case file mgt
PM: ATT AZ	PM: EP2000	PM: 360 networks	360: LLE/Case
PM: EPGN		PM: PNM	EPGN: LLE/Case
		PM: TEP	ATT: case file mgr
T: North Baja	T: APS Gila	T: Black Mesa Slurry	TEP
T: Toltec	T: APS Santa Rosa	T: APS/Quintero	PNM
T: NRG Yuma	T: AJO IP		
T: Sonoran Pipeline	T: APS/SW VV		
FU: Williams Comm	T: SWCR/Scottsdale		
	T: US West		
Mapping project			Mapping Project MTP Project
Reviewing Valley RFP for 3 rd p monitor	Involved in ATT casefile mgt and MTP	Involved in Valley Telephone	Coord on Valley

PM = Project Manager T=Tracking project FU=Follow Up